



Overview

The St. Paul District accepts applications for student employment under the **Temporary Student Employment Program** and **Student Career Experience Program** in a variety of occupational areas. These programs enable students to resume or continue their education without interruptions caused by financial pressures and gives students a chance to gain valuable work experience. The program is designed to benefit students in and beyond high school levels to include those pursuing graduate-level education. An explanation of these two programs is noted in this brochure.

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Participation in the Student Career Experience Program also requires a formal written agreement between the St. Paul District and the educational institution. If you are interested in participating in the Career Experience Program, please provide a point of contact at your school when completing the "Interest and Availability Supplemental Information" form.

These forms are available electronically as Adobe PDF documents by accessing the following URL:
http://www.mvp.usace.army.mil/organization/cpac/employment/student_program/

Mail Application Packets to:

U.S. Army Corps of Engineers, St. Paul District
 ATTN: CPAC/Student Employment Opportunities
 180 5th Street East
 St. Paul, MN 55101-1678

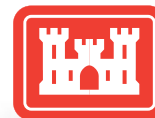
E-mail: connie.c.gholson@usace.army.mil

Questions regarding student employment may be directed to Ms. Connie Gholson at 651-290-5480 or via e-mail at the address listed above.



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*For more information about student employment
with the federal government, visit the student jobs
website at*

www.studentjobs.gov

Temporary Student Employment Program Overview

The Temporary Student Employment Program is designed to provide maximum flexibility to both the student and the agency. Students are appointed to positions regardless of the academic program being pursued. Appointments are made for a period not to exceed one year and may be extended in one-year increments provided the student continues to take a half-time course load and maintains a good academic standing (as defined by the school.)

Pay and Benefits

Your rate of pay will depend upon your current education and work experience. As you advance, you may be eligible for promotions, awards, and other pay increases. You will also be eligible for benefits such as vacation, holiday, and sick pay.



Student Career Experience Program Overview

The Student Career Experience Program is designed to supplement academic studies with work experience directly related to a student's educational program and career goals. The program is formally structured and requires a written agreement by the agency, the school, and the student as to the nature of work assignments, schedule of work assignments and class attendance, evaluation procedures, and requirements for continuation and successful completion of the program. This program offers possible permanent employment upon graduation if:

1. The student has completed at least 640 hours of career-related work experience before completion of the course requirements conferring a diploma, certificate, or degree;
2. The student meets the qualification requirements for targeted position; and
3. A position exists within the agency.

Pay and Benefits

Your rate of pay will depend upon your current education and work experience. As you advance, you may be eligible for promotion, awards, and other pay increases. You will also be eligible for other benefits including paid vacation days, holidays, sick leave, retirement, and health and life insurance.

Current Vacancies

Call 651-290-5480 for information on current student vacancies.

How to Apply

Who may apply

For both the Temporary Student Employment Program and the Student Career Experience Program, students must be:

1. Enrolled or currently accepted for enrollment at a qualifying institution (i.e. most high schools, vocational/technical schools, colleges, and universities);
2. Taking at least a half-time course load in an accredited school;
3. In good academic standing;
4. At least 16 years of age at the time of appointment; and
5. A U.S. citizen.

Application Procedures

Students may apply by submitting the following forms, copies of which in boldface are at the end of this section:

1. A resume or OF Form 612 (Optional Application for Federal Employment);
2. OF-306 (Declaration for Federal Employment);
3. Interest and Availability Supplemental Information form;
4. An official copy of high school or college transcript(s); and
5. Request for Verification of Student's Status form

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